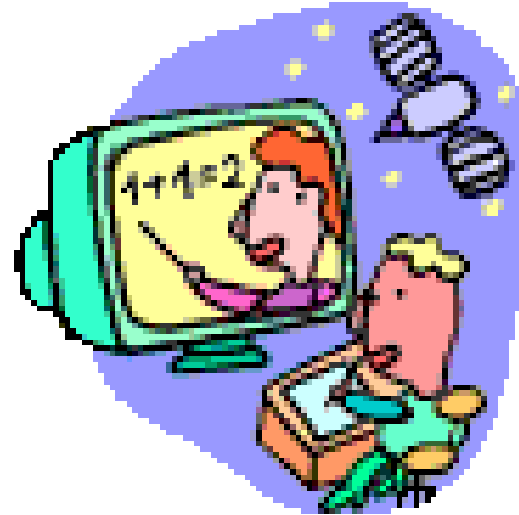


# Welcome to the FY 2015 Grantee Orientation



Nevada Department of Health and Human Services  
Director's Office  
Grants Management Unit

# Housekeeping

- **Courtesy Notes**

- *Keep telephones on mute* – Side conversations and paper rustling is distracting
- *Don't put this call on hold* – Unexpected “elevator music” could derail the webinar
- *Type questions in the webinar window* – We will answer as many questions as possible during the webinar and follow-up with a Q/A sheet afterward
- *Pass the orientation information on* to other members of your staff
- *Contact your grant manager anytime* throughout the year with questions



- **Webinar Leaders**

- *Laurie Olson, Grants Management Unit Chief*
  - *Connie Ronning, Auditor*
- *Rique Robb, Social Services Specialist*

# Our Guidebook

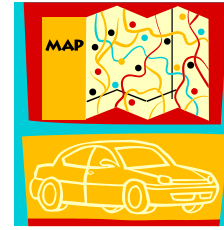


## **SFY15 Grant Instructions and Requirements**

**State of Nevada  
Department of Health and Human Services  
Grants Management Unit**

**Effective July 1, 2014 through June 30, 2015**

# What's In It?



## **Administrative**

GIR-15-1	GIRS Defined.....	1
GIR-15-2	Grantor and Grantee Defined .....	1
GIR-15-3	Grantor Authority .....	2
GIR-15-4	Confidentiality .....	2
GIR-15-5	Controlling Documents .....	2
GIR-15-6	Grantee Rights and Responsibilities .....	2

## **Fiscal**

GIR-15-7	Cost Sharing or Matching Requirements .....	4
GIR-15-8	Direct and Indirect Costs .....	4
GIR-15-9	Program Income Accounting Procedures .....	5
GIR-15-10	Allowability and Allocability of Costs .....	5
GIR-15-11	Allowability of Specific Costs .....	7
GIR-15-12	Disbursement of Funds .....	8
GIR-15-13	Travel Reimbursement .....	10
GIR-15-14	Budget Modifications .....	12
GIR-15-15	Leave .....	12
GIR-15-16	End of Grant Year Instructions .....	13
GIR-15-17	Procedures for Processing Carryover of Funds .....	13

## **Equipment and Documents**

GIR-15-18	Equipment and Inventory Requirements .....	13
GIR-15-19	Special Requirements for Gift Cards, Vouchers, and Other Like Items .....	14
GIR-15-20	Retention and Disposal of Project Documents .....	15

## **Monitoring and Corrective Actions**

GIR-15-21	Procedures for Fiscal Monitoring and Administrative Review .....	15
GIR-15-22	Procedures for Program Site Visits and Monitoring .....	16
GIR-15-23	Corrective Actions .....	

# What's New?

~~OMB Circulars~~



Code of Federal Regulations

- 2 CFR 200 for colleges and universities replaced OMB Circular A-21
- 2 CFR 225 for state and local governments replaced OMB Circular A-87
- 2 CFR 230 for nonprofit Grantees replaced OMB Circular A-122
- One major change - \$750,000 is the new threshold for audits of agencies receiving federal funds

# What's New?

## **GIR 15-6-13 – Grantee Rights and Responsibilities**

Second quarter progress report will include a requirement for proof of submission or updates



# What's New?

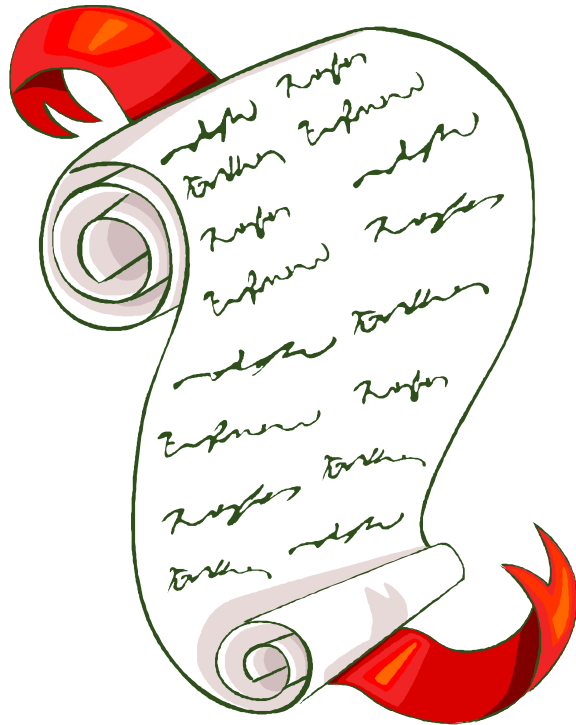


## **GIR 15-16-5 – End of Year Grant Instructions**

- Total negative balance on final Request for Funds (RFF) may be **\$2,000** (increased from \$1,000)
  - Final draw cannot exceed grant amount
- Negative balance not allowed on other RFFs or in the indirect category

# What's New?

## GIR 15-19 – Special Requirements for Gift Cards



- The requirement to submit gift card logs with a Request for Funds is lifted
- You still need to maintain the logs and provide copies when requested



# Important Reminders

## GIR 15-8-2 –Indirect Costs

- Cost of doing business
- Necessary for general operation
- Costs that can be tracked directly back to grant are not indirect
- Don't list indirect costs in budget
- Don't list on Request for Funds
- But you still may be asked for records



# Important Reminders

## GIR 15-13 – Travel Reimbursement

- Travel by least expensive means
  - *Choose courtesy shuttle instead of taxi*
  - *Book coach class instead of business*



- You pay optional charges
  - *Early bird check-in*
  - *Excessive baggage*



# Important Reminders

## **GIR 15-14 - Budget Modifications**



❖ **Request funds and track your spending monthly!**

❖ **Be proactive! Request budget changes before you spend money differently than what is in your approved budget!**

# Important Reminders

GIR 15-17 – Procedures for ... Carryover Funds

**There is no  
carryover  
except for  
CSBG.**

